

August 1, 2001

ADMINISTRATIVE LETTER 2001-6

TO: All Licensed Carriers Required to File Rules, Rates and Forms with the Bureau of Insurance

RE: Rule, Rate and Form Submission Checklists

In an effort to facilitate the Rule, Rate and Form submission and approval process, the Bureau of Insurance ("the Bureau") has developed a number of filing checklists. These checklists are now available on the Bureau's website at www.state.va.us/scc/division/boi/webpages/insuranceco.htm, and are indexed alphabetically by product type under separate categories for the Life and Health Division and the Property and Casualty Division of the Bureau.

The Bureau is committed to working with carriers to facilitate and improve the rule, rate and form filing, review and approval process. We believe that these checklists will serve as very useful tools, and that attention to the requirements enumerated in the checklists may eliminate errors, thereby expediting the overall filing process. We strongly encourage carriers to use these checklists.

The checklists have been formatted in a manner consistent with the directives of the Speed to Market working groups of the National Association of Insurance Commissioners (NAIC). Every effort has been made to make them as comprehensive and as understandable as possible. It should be noted, however, that the checklists provide **guidance only**. Carriers are expected and required to refer to the applicable sections of the Code of Virginia and the Virginia Administrative Code, all related administrative letters and administrative orders, and the Property and Casualty Filing Guidelines Handbook for complete requirements. Links to the Code of Virginia, the Virginia Administrative Code, the Bureau's administrative letters and administrative orders, and the Property and

Casualty Filing Guidelines Handbook are provided through the Bureau's website at the address identified above. A link to the Bureau's website is also provided on each product checklist.

As checklists are revised and/or updated, the latest changes will be highlighted in contrasting color. While checklists will obviously be revised to reflect any legislative changes, it is also our expectation that some changes may be made simply for improvement or clarification. To that end, we welcome your comments or suggestions.

Each checklist includes a certification to be signed and submitted to the Bureau with each Rule, Rate or Form submission. The certification will serve to notify the Bureau that the filer used the checklist in preparing the submission, and that attention was given to the applicable requirements included therein.

Questions or comments concerning the checklists may be directed to the Rates, Rules and Forms Section responsible for the review of the product(s), at the following telephone numbers:

Property and Casualty Rates, Rules and Forms (Commercial Lines)	804-371-9298
Property and Casualty Rates, Rules and Forms (Personal Lines)	804-371-9965
Life and Health Forms and Rates	804-371-9110

Very Truly Yours,

Alfred W. Gross
Commissioner of Insurance

AWG/jkc